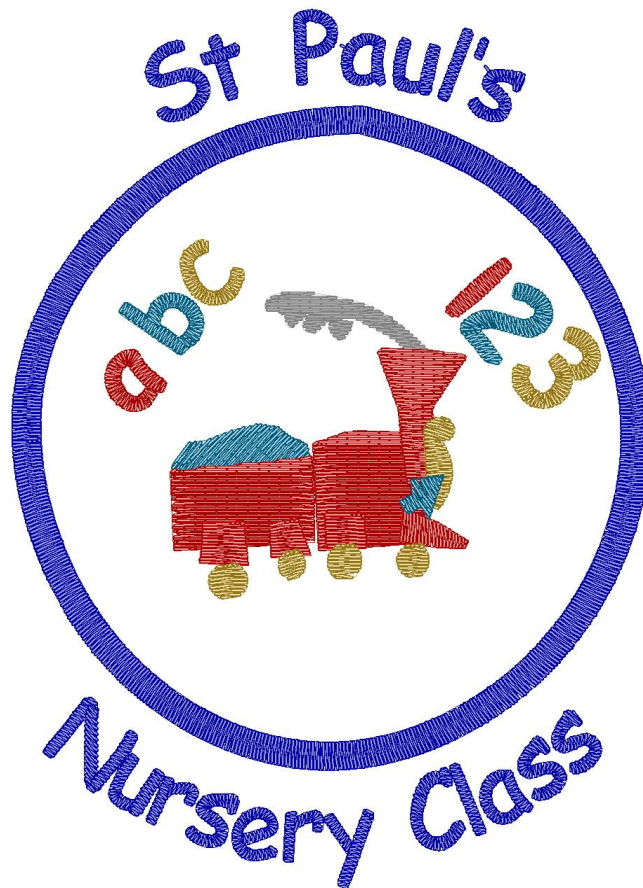


**Saint Paul's**

**Nursery Class**

**Handbook**

**Session 2024/25**



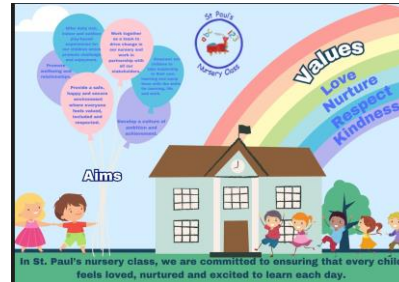
# ST. PAUL'S PRIMARY SCHOOL AND NURSERY CLASS

## VISION, VALUES AND AIMS



### THE VISION

**In St. Paul's Nursery Class, we are committed to ensuring that every child feels loved, nurtured and excited to learn each day!**



### THE VALUES

**Love  
Nurture  
Respect  
Kindness**

### THE AIMS

**We aim:**

- **To provide a safe, happy, caring, stimulating and secure environment for our children, where everyone feels valued, included and respected.**
- **To promote wellbeing and relationships.**
- **To offer daily rich, indoor and outdoor play-based experiences for our children which promote challenge and enjoyment.**
- **To empower our children to take leadership in their own learning and equip them with the skills for learning, life and work.**
- **To work together as a team to drive change in our nursery and work in partnership with all our stakeholders.**
- **To develop a culture of ambition and achievement.**

Our aims are based around Realising the Ambition: Being Me (2020). These aims reflect our high aspirations and our commitment to excellence. Through effective teamwork, open lines of communication and in partnership with our parents/carers, we will work towards the realisation of our vision, values and ai

### **Contact Address and Telephone Numbers**

St. Paul's Primary School Nursery Class  
85 Anwoth Street  
Glasgow  
G32 7RR

Telephone 0141 778 6227

St. Paul's Primary School and Nursery Class is part of the  
St Andrew's New Learning Community.

### **Nursery Class Status**

Non-Denominational

### **Nursery Staff**

Head Teacher	Ms Lynsey McLeod
Depute Head Teacher	Mrs Fiona Vornic (0.6)
Depute Head Teacher	Mrs Gemma McCann (0.4)
Team Leader	Mrs Jacqueline Lightfoot ( f/t )
Child Development Officers	Mrs Maureen Brodie ( f/t )
	Mrs Frances Lafferty ( p/t )
	Ms Elissa Crocken ( f/t )
	Mrs Trudi Millar ( p/t )

The Nursery Team is made up of the Head Teacher and Depute Head Teachers from St. Paul's Primary School, Team Leader and Child Development Officers. All staff are guided on policy and procedures relating to child safety, protection and welfare by Glasgow City Council. The Head Teacher is the designated child protection officer and will act on all issues that are raised and will pass on to the relevant agencies if required.

### **Nursery Class Hours**

St. Paul's Nursery Class is open from 8.30am – 4.00p.m.

The morning session is from 8.35am – 11.45 a.m.

The afternoon session is from 12.35pm - 3.45 p.m.

### **Nursery Class Capacity**

Maximum Role	30 Part Time Morning Children
	30 Part Time Afternoon Children

## **Register of Applications**

Application forms can be obtained from the school office.

Applications may be lodged when children are 2+ and requires having a copy of your child's birth certificate and proof of residency.

If places are available children may be enrolled after their third birthday depending if the nursery has a space. We encourage you to provide two other establishments as your preference to help us enable a placement.

## **Criteria of Admissions**

Children are enrolled in pre-five establishments according to the Admissions Policy of Glasgow City Council (Management Circular 3).

Age ranges                      3 years of age, until school

## **Charges**

All 3 and 4 year olds are entitled to free nursery funding.

## **Arrival and Collection for Nursery Class**

We try to encourage all children to take off/ put on their own jackets and shoes. Please help us to promote these self-help skills. Children are also being encouraged to 'sign in' and 'sign out' when coming into nursery and on pick up. Their photograph is on the wall in the hallway and each child will place their named/ photo card on the 'in nursery' or 'out of nursery' board. We thank you for your support in helping children take responsibility and for promoting literacy skills.

Please staff know if someone who we do not know is coming to collect your child. We really appreciate this as it avoids difficult situations when a child cannot be allowed to leave with an adult who is a stranger to the staff.

## **Emergency Contact**

In order to ensure the safety of your child, you will be required to provide the names, addresses and telephone numbers of two responsible persons who may be contacted in the event of any emergency. If for any reason the contact person has to be changed, nursery staff or office staff, should be informed ***immediately***. This is also the case if your own address or phone number changes. It is the responsibility of the parent or guardian to ensure that children are taken to and from nursery by a responsible adult. Children are not allowed to be dropped off or picked up by anyone under 16 years of age. Staff must be informed immediately of any change in the normal daily arrangement.

## **Clothing and Footwear**

During messy activities the children will wear aprons. However, it is a good idea to allow your child to wear comfortable, play clothes in case they get dirty.

If paint gets on clothing, it is best to leave it to dry, brush off any loose paint, soak in cold water and wash in non-biological detergent.

Buckles, belts and dungarees can be difficult for toileting so we would appreciate if you could avoid them if possible.

We ask that children do not wear football colours to Nursery Class.

## **Settling in to Nursery Class**

We have an Open Day in August and this gives parents / carers / child an opportunity to meet staff, see our wonderful learning environment and for your child to become familiar with these new surroundings.

When a place becomes available for your child you will receive a letter of your start date and time. On their start date you will be issued with paperwork to complete and also a Care Plan for your child. This information is essential as it helps us to build a picture of your child's needs and any concerns.

All children have different needs and will settle in to nursery at different rates. When the time for starting Nursery arrives, we will ask for your help in settling your child into the new routine. The details will be explained to you individually and you can be assured that the arrangements are made with the needs of each child in mind.

An example settling in is as follows;

**DAY ONE** - Stay with your child for an hour within the playrooms. If your child is feeling comfortable and safe, you will be able to sit in our hallway. If you cannot do this yourself, an adult with whom your child is familiar with is necessary.

**DAY TWO** - Leave your child for one hour if your child is feeling safe and secure within the playrooms.

**DAY THREE / FIVE** - Increase the time by half an hour each day. If this is not sufficient and your child is still unsettled, the time will be adjusted as required.

It is important that we build up good relationships with children and that they become familiar with the new routine gradually. All children are different and unique and will settle in their own time and pace.

## **Healthcare and Medical History**

At times throughout the year, medical professionals visit the nursery for specific purposes – eg. Dentist / tooth varnishing / visual screening  
Your consent will be sought before these professionals arrive. If you want to opt out then a form will be signed.

It is very important that full details of your child's medical history, including any allergies, are provided when completing admission forms. This ensures that staff are as well prepared as possible for any health emergency which may arise.

If your child becomes ill or has an accident while attending nursery every attempt will be made to contact you. If the illness or accident is of a serious nature, your child will be taken to the nearest hospital/accident department and you will be contacted and advised to join the child at hospital. The child will be transported to hospital by ambulance. All accidents are recorded by staff and management and parents will sign this if their child has had an accident.

Children who are obviously unwell should be kept at home where they will be more comfortable. Should a child require medication this should, whenever possible, be administered by the parent. In the event of any medication to be administered by staff, a form must be completed by the parent/guardian, available from Nursery Staff. All medication is stored in an individual box with your child's name, expiry date, photo and then in a medical box which is stored in a locked cupboard.

If your child has asthma, then they must have an inhaler that stays in the nursery along with their asthma plan.

If your child has epilepsy or prone to seizures, then you must provide an epilepsy/seizure plan.

## **Absence from Nursery Class**

Regular attendance at nursery is very important. This is your child's opportunity to make friends, develop their self-help skills, social skills and become more independent. Daily attendance registers are maintained daily to provide safety and security for all children.

If your child is absent, please call and let us know. This is particularly important if the absence is due to infection or likely to be longer than a couple of days. If the absence is due to vomiting and/or diarrhoea, we ask that he/she is not brought back until at least 48 hours have elapsed since the last bout. We will contact you if your child has been off nursery within a week to ensure that everything is ok and if any help is required.

There will be no contact made without your permission and you are welcome, at any time, to initiate discussion about any matter involving your child's health or behaviour.

## **Harassment and Equality**

Bullying or intolerant behaviour will not be tolerated within a Glasgow City Council establishment. Discrimination or harassment of any sort that goes against the Equality Act (2010) will be considered a criminal offence and St. Paul's operates a zero-tolerance policy.

We strive to ensure that everyone accesses the nursery and feels welcome and safe within our environment. Our nursery ensures that everyone has equal opportunities for access and to feel included.

## **Insurance and Liability**

The nursery is covered by Employers Liability and Public Liability Insurances, which is organised by Glasgow City Council in line with their obligations as legal provider of the service. All insurance and liability information will be displayed in the corridor and playroom 2 of the nursery. Please note that neither insurance policy covers loss or damage to property left on the premises. So please be mindful of what your child brings to nursery and what they wear or any property left unattended.

## **Clothing / Sun Cream**

Our children will access outdoor play every day and we have an open-door policy, where a member or members of staff will set up outdoors and children will have the opportunity to decide for themselves if they want to access outdoors. Please ensure your child comes to nursery dressed for the weather. We do have wetsuits that the children can use.

On sunny days, please ensure that sun cream is applied before they come to nursery. Please provide a sun hat for these hot sunny days. We also have spare sunhats.

We can also provide St. Paul's rucksacks for your child's spare clothes etc. We try to ensure that all children wear aprons during messy or water play but at times these clothes can become wet or mess with paint etc.

If your child is still in nappies/pull-ups I would urge you to try and toilet train your child before they start nursery (unless for medical / additional needs reasons). Please ensure that you provide your own child's nappies and wipes.

## **Nursery Curriculum**

Play and Tracking Learning – Children's learning and development are continually being assessed by their keyworker and also in collaboration with all staff. All children have opportunities to engage in a wide variety of play and learning experiences. The two playrooms and outdoors are divided into various areas that support different types of play that help support the curriculum.

Our Nursery Class Curriculum is based on the 8 curricular areas of A Curriculum for Excellence 3-18 document.

- Literacy & English
- Mathematics
- Sciences
- Technologies
- Health & Wellbeing
- Expressive Arts
- Religious and Moral Education
- Social Studies

In delivering this curriculum it is our aim that all our children will become:

- Successful Learners
- Confident Individuals
- Effective Contributors

- Responsible Citizens

Your child will be offered a wide range of carefully planned activities. The activities offered will contribute to the overall development of your child. The play is child led and in line with children's interests and needs. The learning environment and planned programme of the Nursery Class will encourage your child to ask questions, to seek explanations, to solve problems, to develop self awareness and to develop communication skills through language, art, music, dance and drama.

We record all children's learning through a digital App called Seesaw and this enables parents / carers to interact with their child's learning and play. Your child will be issued with an individual QR Code that only the parent / carer can access their information and photos. If you have any issues with trying to access this App please speak to your child's keyworker.

### **Examples of Activities your child will be offered**

Painting	Sand Play	Physical Play
Printing	Water Play	Planting and Growing
Collage	Baking / Cooking	Science / Discovery
Gluings	Puzzles / Jigsaws	Role Play (Dressing Up)
Cutting	Board Games	Songs / Music Making
Clay	Construction	Dance
Outings	Drama	Outdoor Play

Your child will be treated as an individual as well as a member of a small group and a larger group by our trained staff. Your child is free to select which activities he / she would like to take part in. Children mix freely with one another and with staff.

### **Communication Skills**

To help the child to develop their thoughts, ideas, feelings and emotions through language, art, music, dance, drama and mime.

### **Problem Solving**

To help develop within the child an ability to meet challenges, to work out solutions, to analyse, to gain knowledge using their own initiative. There is an important role to be played by the adult helping children to do this. The child will gain satisfaction from this experience and be able to apply that knowledge again when faced with a similar situation.

### **Motor Skills**

To help the child to develop skills of locomotion, (climbing, jumping etc.), manipulation, (throwing, catching, beading, cutting, use of paint brush, pens, pencils etc ) balance, perception (the means to develop an awareness of what is happening outside ourselves), visual and auditory perception and development of fine motor skills lead to the skills necessary for reading and writing.



## **Social Skills**

To help the child relate and co-operate with other children and adults; showing kindness, kind and considerate to others and to learn to resolve conflict in a positive manner.

## **Maths Skills**

To enable the child to learn and use appropriate mathematical language e.g. more than, less than. To develop an awareness of number, shape, size, weight and capacity. ( see our Numeracy wall )

## **Writing Skills**

To develop pencil control and provide opportunities to encourage emergent writing. ( see our Literacy wall )

## **Reading Skills**

To develop children's listening skills and book skills. To foster a love of reading and pleasure in books.

## **Curriculum / Assessment**

Learning is tracked by using the guidelines from Curriculum for Excellence and Realising the Ambition documents. Observation and assessment of your child's progress is continuous throughout the year and may be discussed with staff informally at any time.

Numeracy and Literacy trackers will be created for your child and will follow their progress throughout their time in Nursery Class. You are welcome to look at this at any time and we welcome your input and comments.

Parents evenings will usually take place in the second and fourth term.

The evenings give you as parents the opportunity to look at your children's work, the experiences and activities offered in the Nursery Class and discuss your child's progress with staff.

## **Partnership with Parents**

Nursery Education must be a partnership of parents and staff and we make every effort to forge close links between the two. This is done in several ways from informal day to day meetings of staff and parents to more structured Parent evenings.

We involve parents in a variety of ways:-

- Seesaw newsletters
- Helping in the Nursery Class with Stay and Play sessions
- Accompanying outings.
- Parent Workshops on curriculum, methods and new initiatives.

- Fund raising events
- Emails
- Texts
- Notice Board
- Twitter/ X
- Speaking to our families on a daily basis

Additional Support for Learning needs arise from difficulties in learning or barriers to learning. Many of the difficulties which young children experience are temporary and hopefully will be resolved as they develop and learn. Many of them will relate to specific aspects of learning such as speech or language development. Where additional support is needed to help children progress, careful observation and assessment will be help in identifying particular needs. Staff will liaise closely with parents and if necessary Psychological Services to co-ordinate the best way to support these children with their development. Children with additional needs will have an Action Plan devised for them and this will be agreed on by staff and parent / carers. This is to help all children have equal access and support when required.

### **Toy Fund**

We have a weekly parental contribution of £2.50 to cover the children's new equipment, baking materials, outings for the children, events such as The Magician / Dance Teacher / Yoga Instructor etc.

### **Equal Opportunities**

Our Nursery School Staff value the different social, linguistic, religious and cultural experiences that children and families bring to the nursery class and use them to enrich the curriculum.

Multicultural activities are integrated into various areas of play, the use of music, books, in role play, in preparing foods from different cultures and celebrating cultural festivals. Our Nursery Class ethos encourages learning, enjoyment and respect of other cultures and traditions. Girls and boys participate equally in the full range of nursery experiences with care being taken to avoid sex stereotyping of activities and resources.

### **Children leaving Nursery**

If for any reason you no longer require a place for your child in the Nursery Class, for example you have accepted a place in another Nursery, please inform the school office in writing before your child leaves the Nursery. This is vital as your child is grant funded from the Scottish Office and the appropriate paper work must be sent to the Pre-5 Section of the Education Department, to re-locate your grant.

### **Nursery Class Policies**

The Nursery Class has a number of policies stating the aims and objectives and programmes of study of many aspects of Nursery life. For example, policies are available on the Curriculum, Promoting Positive Behaviour, Child Protection and many more.

A full list of policies and copies of our policies are available for parents to study. This list of policies is constantly updated in line with the Nursery Development Plan. This plan highlights areas of development within the Nursery Class and is also available for parents to view.

#### **Accessibility Strategy**

The school has a duty to ensure that all our pupils have equal access to the curriculum, supported as appropriate to their individual needs. We also need to ensure that parents who have a disability have equal access to information about their

children. This could involve, for example, relocating parents meetings to facilitate physical access at parent evenings or individual interviews; provision of an interpreter for the deaf, agreeing a telephone contract system to provide direct feedback to parents.

### **Staff Development**

Ongoing staff development ensures that all staff develop the skills and expertise to meet the professional needs of the service.

### **Transfer to Primary School**

Children normally go to primary school between four and a half and five and a half years of age. Information on registration and enrolment procedures for primary schools will be given in the local press early in the calendar year. Please note children must be registered at their local school which usually will take place in November. Information of this will be made available to parents. If you have any concerns regarding your child going to school please speak to Jackie who will advise you on this matter. Local schools usually notify parents of the arrangements for incoming children during the months of May and June. All staff ensure that a smooth transition from nursery to primary school will take place and provision is made to help with this change. Children will have the opportunity to visit their Primary School, teachers from the schools will visit them at nursery and information will be given to parents / carers.

### **CHILD WELFARE & SAFETY and CHILD PROTECTION**

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/ young person's establishment.

Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people

Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment. The Head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise social work services of these concerns.

### **Useful Addresses**

The address for the following Glasgow City Council Education Department staff is:

Education Services Headquarters  
City Chambers East  
40 John Street  
Merchant City  
Glasgow  
G1 1JL  
0141 287 2000

### **EXECUTIVE DIRECTOR (Education and Social Services)**

Mr Douglas Hutchison

### **Early Years manager Glasgow City Council**

Heather Douglas – 0141 287 4493

**You also have the right to take a complaint or suggestion direct to the Care Inspectorate at:**

Care Inspectorate  
Compass House  
11 Riverside Drive  
Dundee  
DD1 4NY  
Tel: 0845 600 9527  
[enquiries@careinspectorate.com](mailto:enquiries@careinspectorate.com)

## **St. Paul's Nursery Class Environment**

### **Room 1**



**Malleable area**



**House area**



**Construction area**



**Construction area**



**Arts and crafts area**

## **Room 2**



**Books / Puppets / Rhymes Area**



**Literacy / Mark Making Area**



**Dressing up and Role Play Area**

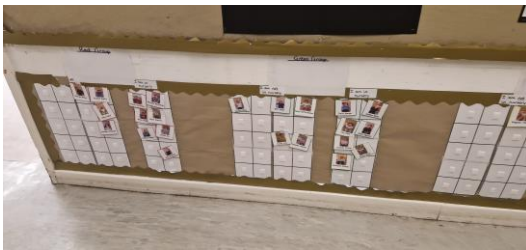


**Numeracy / Loose Parts / Jigsaw Puzzles**

## Cloakroom and corridor



Welcome door



Children's signing in wall



for views and feedback

Parents and children's Thinking Tree



Children's planning wall





SHANARRI – Children's voice

